



Personnel

10770 West Oakland Park Blvd. · Sunrise, FL 33351 · P: 954.838.4522

Internship / Graduate Assistant Public Management

- POSTING DATE:** January 3, 2013 - Open until filled.
- SALARY:** Unpaid Internship or “for credit” internship
- NATURE OF WORK:** The City of Sunrise is currently seeking to fill two internships in the City Manager’s office. This is varied semi-professional work which may include, but is not limited to, research, technical/financial analysis, special projects, preparation of written communications, critical review of documents and agreements, citizen engagement, interdepartmental coordination, project management, involvement in a wide range of municipal management and community development issues, and assisting in administrative/office management.
- HOURS:** Up to 26 hours per week
(3 to 6 months to be determined)
- WORKSITE LOCATION:** City Manager’s Office
10770 W. Oakland Park Blvd., Sunrise
- EDUCATION:** Currently enrolled at an accredited Florida college or university in a graduate program in Public Management or Public Administration or other related field.
- EXPERIENCE:**
- Background in administration, finance, budgeting, urban development, public policy, or a related field is preferred.
 - Experience in use of computers and good communications skills are necessary.
- FOR MORE INFO:** Bonnie Prebble, Personnel Officer
City of Sunrise
(954) 838-4529 - bprebble@sunrisefl.gov
Website: www.sunrisefl.gov

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, genetic information, age or physical or mental disabilities who are qualified for the jobs they are seeking. As provided in the Florida Statutes, preference in initial appointment will be given to applicants who are eligible for Veterans' Preference. Eligible applicants must complete the Veterans' Preference section of the application at the time it's submitted, and include a copy of their DD214 (separation papers) indicating character of service. Applicants must also include any additional required documents to support their level of preference eligibility such as their VA Letter of Disability, if applicable.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V